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1 MAY 1973

MEMORANDUM FOR: Chiefs of Area Divisions, DDO

SUBJECT : Representation Allowances

1. The Operations Directorate is required to submit to the Director, prior to the beginning of each fiscal year, the proposed schedule of maximum representation allowances for senior officials overseas. It is necessary that we be given the Fiscal Year 1974 estimates for the Area Divisions no later than 8 June 1973.

2. It is requested that each Area Division submit its proposed schedule of representation allowances for Fiscal Year 1974 as soon as possible to the Special Support Assistant-DD/M&S for consolidation into a single presentation for the Director. A separate justification is required for any addition of a new station or base to the list. Due to currency devaluation and/or increased salary scales, it may be necessary to request higher allowances for some posts. If so, please indicate briefly the reasons for any such increases.

25X1A


Special Support Assistant-DD/M&S

SSA-DD/M&S:CWC:vsf

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